

Essential Skills for Employment

Lesmill TESS FREE Intro to Word[®]

Registration Dates:

March 4, 2020 starting at 9:30 am

Where: Lesmill Employment & Social Services

*workshop delivered by TDSB Essential Skills Upgrading program

20 Lesmill Road, Toronto

416-392-4107

When: March 23 – April 15, 2020*

Mon/Wed, 9:30 am - 12:00 pm (noon)

*April 13 2020 is a holiday for Easter Monday

*Clients MUST register before attending workshop



Learn how to:

- set up an email address
- attach files and resumes to emails
- navigate toolbars, menus and windows
- create documents in **Microsoft Word** [®]
- do a keyword search on the internet

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